

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

**July 2, 2008**

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<b>TITLE:</b>	Epidemiologist
<b>POSITION NO:</b>	00602
<b>LOCATION:</b>	Public Health & Safety Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MPEA
<b>PAY PLAN:</b>	Pay Plan 20, Pay Band 7
<b>STARTING SALARY:</b>	\$43,666 - \$54,582 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. **This position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 17, 2008 (first review).** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This position is open until filled. Applications must be received or postmarked (if mailed) no later than 5:00 p.m., Thursday, July 17, 2008 to be eligible for consideration for first review. A resume is required at time of application.

**CRIMINAL RECORDS BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

**TRAINING ASSIGNMENT:** If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess the required education and some public health surveillance experience and may include practicum and/or volunteer experience.

**TYPICAL DUTIES:** This position serves as an Epidemiologist for the Communicable Disease Control and Prevention Bureau. This position is responsible for developing, implementing, and

overseeing disease surveillance, investigation, and containment systems and epidemiological analysis programs to determine appropriate public health program interventions and evaluations based on analysis of a multitude of health factors. The incumbent will provide appropriate epidemiologic analyses of surveillance and other program data to determine appropriate public health interventions, evaluations, and general public health practice. Specific duties include analyzing surveillance data pertaining to communicable diseases; designing, coordinating, and managing special surveillance and/or evaluation procedures; assessing the quality and effectiveness of surveillance systems; developing methodologies, instrumentation and procedures for investigating and describing the determinants and distribution of disease and other health outcomes; developing and implementing systems and protocols for disease investigation and containment; providing direction and consultation on the investigation of disease outbreaks; and providing technical consultation and education to programs within the department as well as other local/state/federal agencies.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of concepts and theories of surveillance, epidemiology, statistics, and public health practice including biology and microbiology; basic medical terminology; community assessment; chronic, maternal and child health, and communicable disease prevention methods; strategic planning; state and federal funding requirements; statistical survey design and analysis; program evaluation methods and techniques; project management; agency policies, procedures, and guidelines; budgeting; supervision; contract management; computers and database management including the use of statistical software; and presentation methods and techniques.

Skills: Skill in designing and conducting surveillance and epidemiologic studies and community assessments; determining demographic, medically relevant information and risk factor data; interpreting and analyzing the significance of medical, health and other data; determining validity, reliability and applicability of health indicators; and the appropriate application of statistical procedures and applied surveillance and epidemiologic principles.

Abilities: Ability to provide timely and concise information to others verbally, nonverbally, and in writing; listen effectively, and actively seek constructive feedback; make difficult decisions; and use reason and logic to identify and solve problems.

**EDUCATION/EXPERIENCE REQUIRED:** Master's degree in epidemiology or statistics or Master's degree in public health with major course work in epidemiology from an accredited college or university **AND** three years of experience or training (including internships) in disease surveillance and epidemiology. Equivalent combinations of related education and experience will be considered; however, a graduate degree is required.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of conferred transcripts for any coursework at a college or technical school. (*\*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604;
4. Resume required at time of application; and
5. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to

reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services

Title: Epidemiologist

Position: #00602

Location: Public Health & Safety Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience in data analysis and report generation. How have the reports been useful to your stakeholders?
2. Please describe your understanding of the communicable disease epidemiology functions of the state.